

ALL COURSES UNLESS OTHERWISE STATED WILL START IN THE WEEK BEGINNING MONDAY 26 July

BUSINESS & CAREER PATHWAYS

“STREET TALK” DEFENSIVE DRIVING COURSE with Gary Belchamber

Course codes: 10334 & 10335

Monday 7 - 9pm Starts 26/07 & 27/07 (4 weeks) \$170 (all inclusive)
Tuesday 7 - 9pm

Have you had your Restricted Licence for 6 months? Like to reduce the time you need to have it? Take this four week course of two-hourly sessions and qualify for a time reduction on the restricted license for Class 1 and Class 6 drivers. “Street Talk” is an educative course developed by the Land Transport NZ which teaches advanced driving skills. ***This Driving Course has a built-in component of a one-on-one driving assessment.*** Be quick to secure your spot – this is a popular course. ***Log Book included in course fee - plus a 1 hour driving assessment***

SELF EMPLOYMENT & SMALL BUSINESS MANAGEMENT with Ralph Evans

COURSE CODE: 10333

Tuesday 6.30 – 8.30pm Start 27/07 (6 weeks) \$100

Working for me: This six week course builds a broad base of information for those wanting to start and run a successful small business. It covers market research, budgeting, forecasting, bookkeeping, taxation, consumer law, marketing and business plans - an ideal course for those wishing to become self-employed.

CONSUMER GUARANTEES ACT with Ralph Evans

Course code: 10329

Monday 6.30 – 8.30pm 1 evening 26th July \$40

This seminar will provide you with an explanation of your rights and obligations under the consumer Guarantees Act, using practical examples. Equally applicable to consumers or sellers.

Westpac - MANAGING YOUR MONEY with Gary Barker

Course code: 10331

Tuesday 6 – 8pm 1 evening 27th July Free

Need help in managing your money? - This workshop is designed to provide you with an understanding and awareness of basic money matters to help you develop money management skills. Learn how to create a budget, savings plans, money management plans and financial options for the future.

BOATMASTERS - CONDENSED with Heather Esplin

Course code: 10364

Wednesday 6.30 – 8.30pm Start 28/07 (9 weeks) \$250

This Boatmasters course is offered to those who have completed a RNZCG Day Skipper Course within the last year. This is an extensive course in equipment, navigation, emergencies, rules & regulations, boat handling and ropes. Student Pack \$125 (Workbook & Examination) included on course fee.

COMPUTER SKILLS

PHOTOSHOP – BEGINNERS with Katharina Borszik NEW

Course code: 10340

Wednesday 6.30 – 8.30pm Start 28/07 (3 weeks) \$65

This course will help you to make sense of the basics in image manipulation and Photoshop. You will learn about digital images (mega-pixels, dpi, resolution etc) and tools that you can use in Adobe Photoshop to enhance your pictures.

MYOB ACCOUNTING with Maria Hyde

Course code: 10345

Wednesday 7 - 9pm Start 28/07 (8 weeks) \$155

How do you take care of your finances? – learn MYOB an internationally recognised accounting package for small to medium sized businesses. This course covers the setup of accounts, Cashbook, Debtors, Creditors, GST, Stock control, preparation of Profit and Loss Reports, Bank Reconciliation Reports, General Ledger Reports, Sales and Purchase Reports and Balance Sheets. Basic bookkeeping knowledge is essential. Computer literacy recommended. Hurry to register - this course is very popular. All classes need to be attended.

Microsoft Word 2007 with Zelda Tucker

Course code: 10341

Wednesday 7 - 9pm Start 25/08 (4 weeks) \$75

Want to learn how to use the latest word processing software from Microsoft. This four week course on Word 2007 will introduce you to the latest features designed to make your work easier, faster and more efficient. Basic computer skills required.

Microsoft Excel 2007 with Lynda Flavell

Course code: 10342

Monday 6.30 – 8.30 Start 26/07 (4 weeks) \$75

Want to learn how to use the latest spreadsheet software from Microsoft. This four week course on Excel 2007 will introduce you to the latest features designed to make your work easier, faster and more efficient. Basic computer skills required.

MICROSOFT OFFICE XP with Zelda Tucker**Course code: 10343****Tuesday 6.30 – 8.30pm****Start 03/08 (8 weeks)****\$125**

Learn key skills in Word, Excel and PowerPoint. On completion, students will have gained many new skills including: file management, formatting, tabs, mail merge, tables, calculations, formulas, charts and how to create great presentations. Basic computer skills required.

INTERMEDIATE XHTML - WEB DESIGN with Lynda Flavell**RETURNING****Course code: 10346****Wednesday 6.30 – 8.30pm****Start 28/07 (7 weeks)****\$110**

Got the XHTML basics mastered – then join this course to provide you with the skills needed to design effective web pages for development of World Wide Web sites. Learn how to create Cascading Style Sheets, design complex page layouts with tables and inline frames, build and process forms and use graphics effectively, including image maps, links and galleries. *To join this class, students must have a good working knowledge of MS Windows, the keyboard and mouse.*

COMMUNITY DEVELOPMENT**CALLIGRAPHY with Pam Fricker****NEW****Course code: 10317****Tuesday 6.30 – 8.30pm****Start 27/07 (8 weeks)****\$115**

Fancy letters appeal - This class is offered for those wishing to enjoy the finer arts of lettering and want to explore their own creative flair. The course will cover Italics and the Unical pen scripts. It is suitable for beginners who want to acquire the basic skills of this exciting craft as well as those who want to revise and develop existing calligraphic skills.

SEW UP A STORM with Joan Woodham**Course code: 10322****Wednesday 6.30 – 9.00pm****Start 28/07 (8 weeks)****\$130**

Patchwork quilting or a new wardrobe - come along and join an experienced tutor and friendly group. Spend your Wednesday evenings working on projects of your choice. All levels catered for and easy methods of construction taught. Bring your own sewing machine. Be in quick, spaces are limited!

DISCOVERING YOUR STYLE with Pency Low-Schuemperli**NEW****Course Code: 10309****Saturday 10am – 3pm****1 Day Workshop 7th August****\$70**

Want to learn how to look great no matter your age, size or budget? Join Certified Image Consultant Pency Low-Schuemperli on this workshop to learn how to de-clutter your wardrobe, make sense of your personal style, find your best colours and assist you in any way you need to be more confident with yourself. It's fun and educational.

PAINTING for BEGINNERS with Cherie Sturkenboom**Course code: 10318****Tuesday 6.30 – 8.30pm****Start 27/07 (8 weeks)****\$115**

Always wanted to be able to paint but didn't know where to start - in this beginner's class you will be looking at the basics of painting and cover topics such as: what to paint, what to paint on and how to prepare the backgrounds, mix colours and starting a painting. \$10 material fee for term. Come along and give it a go!

PAINTING: THE NEXT STEP with Lorraine Pemberton**Course code: 10319****Wednesday 6.30 – 8.30pm****Start 28/07 (8 weeks)****\$115**

Here is an opportunity to extend your knowledge and skills in any medium. You will be encouraged to work on your own themes, working on a series of paintings with both practical input and help in developing ideas that will inform your work. Lorraine will provide exercises that will encourage your creative flow and groups sessions will look at developing your paintings.

POTTERY with Ben Krishnan**Course code: 10320****Monday 6.30 - 8.30pm****Start 28/07 (8 weeks)****\$115**

You don't have to be artistic – come along and have fun creating with clay. This course caters for all levels of experience. Hand, wheel and mould made articles are glazed and fired at the school. Fee includes some glazes and firing. Limited numbers.

DIGITAL PHOTOGRAPHY for BEGINNERS with Katharina Borszik**Course code: 10324****Monday 6.30 – 8.30pm****Start 26/07 (6 weeks)****\$100**

This 6 week course will help you use your camera in the different modes, give you a basic introduction for taking better pictures and how to download and save your photos. Please bring along all your camera equipment to every class. Limited numbers, enrol early to get a place as this course will fill up quickly.

STAGE 1 ACOUSTIC GUITAR with Katya Skandera**Course code: 10310****Tuesday 6.30 – 8.00pm****Start 27/07 (8 weeks)****\$115**

An introductory course for the complete beginner that covers basic chords, strumming, a range of songs and styles, and some elementary music theory. Ideal for anyone wanting to play for their own enjoyment, or using the guitar in education. Be quick – this class fills fast.

STAGE 2 ACOUSTIC GUITAR with Katya Skandera**Course code: 10311****Tuesday 8.00 – 9.30pm****Start 27/07 (8 weeks)****\$115**

Continuing on from Stage 1 Acoustic guitar, this course offers more difficult chords (including bar chords), a wider range of rhythms and strum patterns, basic finger-picking, a variety of songs and styles, and some elementary music theory including introduction to tablature reading. Ideal for anyone with basic guitar skills who wants to explore more chords, techniques and styles and expand their repertoire.

INTRODUCTORY SPANISH with Maria Cristina Rodriguez**Course code: 10347****Monday 7 – 9pm****Start 16/08 (6 weeks)****\$100**

A practical course that is designed to give beginners an understanding of the language itself; as well as a familiarization with Spanish culture. The course is ideal for those traveling, for pleasure or on business, and for those considering taking it academically.

SPANISH – LEVEL 1 with Maria Cristina Rodriguez**Course code: 10348****Tuesday 6.30 – 8.30pm****Start 17/08 (6 weeks)****\$100**

Continue on from our introductory course. Also suitable for those who already have a basic understanding of the language and want to go further.

ITALIAN I LANGUAGE AND CULTURE with Graciela Di Denia**Course code: 10350****Monday 6.30 – 8.30pm****Start 26/07 (8 weeks)****\$120**

Discover the Italian language and culture and learn basic vocabulary and grammar to assist you with travel and communication in Italy. Come and learn the language which opens the doors to the Italian culture. You have to purchase a book for this course at the cost of \$25. Book details will be made available on enrolment.

WELL BEING**YOGA with Nicole Harkness****Course code: 10327****Wednesday 5.15 – 6.45pm****Start 21/07 (7 weeks)****\$85**

The aim of this course is to learn basic poses which you can practice at home in your own surroundings – being able to sustain your personal sequence with ease and mindfulness. Nicole also offers Yoga Nidra and Restorative Yoga. She encourages students to experience and feel from within to develop a deep understanding and wisdom, in body, mind and spirit.

FOOD**ITALIAN REGIONAL VEGETARIAN COOKING with Roberto Di Denia****Course code: 10353****Monday 6.30 – 8.30pm****Start 26/07 (8 weeks)****\$115**

Celebrate the unique flavours and traditions of Italy. Our Italian tutor Roberto will guide you through a comprehensive set of new recipes from different Italian Regions. This is part demonstration, part practical class. Cost of ingredients extra. Recipes provided.

THAI COOKING with Thanya Crawford**Course code: 10358****Tuesday 6.30 – 8.30pm****Start 27/07 (6 weeks)****\$100**

This class provides a variety of wonderful authentic Thai recipes. All the dishes included are quick and easy to prepare using ingredients which are available locally. Cost of ingredients extra. Recipes provided.